



**Research Analyst 4  
Finance and Administration Division  
Olympia, Washington**

**Compensation: Range 53 - \$3,450 – \$4,421/mo**

**Closing Date: August 24, 2006 (5:00 p.m.)**

**Our Mission:**

Great people, great service, working together for a safer Washington.

**Our Vision:**

Department of Licensing: One vision, one voice - excellence every time.

Nearly every Washington State resident interacts with the Department of Licensing (DOL) in some way through driver licensing, vehicle or vessel tabs, or for professional business licenses. The DOL employs more than 1,200 people in over 60 locations statewide. To learn more about our agency, please visit our website at [www.dol.wa.gov](http://www.dol.wa.gov).

**Our Core Competencies:**

We have chosen the following competencies as "key" in driving the success of our employees in achieving the mission and vision of DOL:

**Communication Effectiveness:** Use effective listening skills and apply effective written and oral communication techniques to convey clear, timely, persuasive messages that positively influence the thoughts and actions of others.

**Customer Centered:** Search out and identify internal and external customers' service delivery requirements to improve efficiency, effectiveness, and satisfaction.

**Ethics and Integrity:** Earn the trust, respect and confidence of coworker and customers through fairness, truthfulness, honesty, sensitivity, reliability and professionalism in all interactions.

**Performance Leadership:** Create and nurture a results oriented culture that focuses on measurable outcomes by fostering teamwork and innovation to accomplish the organization's mission and goals.

**Personal accountability/Initiative:** Accept responsibility for the quality and timeliness of her/his work to meet or exceed predetermined goals and objectives with little need for oversight.

In addition, our supervisors and managers demonstrate the following:

**Strategic Thinking/Planning and Vision:** Consistent with the direction of the Agency, develop, communicate, and implement a plan to achieve a preferred future and influence others to follow.

**Human Resource Management:** Proactively apply sound human resource management practices within area of responsibility and consistent with the Agency's human resource management logic model.

**Position Objectives & Responsibilities:**

This position supports the agency mission by providing economic analysis critical to the management and operation of DOL, Department of transportation, Department of Natural Resources and other state programs for efficient and equitable use of all resources and budgets, while tracking the collection of \$2.5 billion in revenue during the biennium from 500 different activities into more than 40 funds which determine the ceiling for appropriation and bond requests.

## Required Qualifications:

A Bachelor's degree, including three college-level courses in statistics, or two college-level courses in statistics and one technical course in computer programming and four years of professional work in research and statistical analysis, including one year of supervisory experience.

**OR**

One year as a Research Analyst 3 supplemented by successful completion of three college-level courses in statistics, or two college-level courses in statistics and one technical course in computer programming. Research and statistics work performed in the private sector or governmental agencies may be substituted, year for year, for education but must be supplemented by successful completion of at least three college-level courses in statistics, and one course each in mathematics or computer programming (technical level), and English composition.

**OR**

Graduate training in an appropriate discipline may be substituted, year for year, for experience.

**AND**

- ✓ Two years experience using presentation software such as PowerPoint to create advanced presentations.
- ✓ Two years experience using spreadsheet software such as Microsoft Excel to develop complex spreadsheets with macros, multiple math functions, advanced filters, and links to external sources of information.

## Desired Competencies:

- ✓ Strategic Thinking - The ability to seek, identify communicate, plan, develop and implement a preferred future and influence others to follow.
- ✓ Maintaining Records - The ability to document information or update records so that they reflect the most current information and form an account of changes, decisions, activity and work performed.

## Compensation

This position is in general government service. Starting monthly compensation is \$3,450 - \$4,421/mo depending upon qualifications. We offer a solid benefits package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage. This position is in a collective bargaining unit and as a condition of employment you will be required to become a union member or pay a fee as outlined in the Master Agreement.

## Application Procedure

E-mail is the preferred method of application and will be used as the primary method of communication throughout this process.

E-mail application materials to [HRrecruit@dol.wa.gov](mailto:HRrecruit@dol.wa.gov) with a subject line of *06-143G RA4*.

All requested materials must be submitted.

- A letter of interest (no more than two pages) describing your skills and experience as they relate to the Required Qualifications, and Desired Competencies outlined in this announcement;
- A Washington State Job Application;
- A list of three professional references, including one supervisor, one peer, and one customer, with current telephone numbers and addresses.

Note: The act of submitting application materials is considered affirmation that the information provided is complete and truthful. Prior to any new appointment into DOL, a background check will be conducted.

The certified candidate pool for this position may be used to fill other similar positions for up to 6 months after the certification date.

If e-mail is not possible, please mail materials to:

Human Resources Office

**Attn: 06-143G RA4**

Department of Licensing

PO Box 6007

Olympia, Washington 98507-6007

Persons disabilities who need assistance in the application process or those needing this announcement in an

alternate format may call (360) 664-1510 or TTY (360) 664-9492. The Washington State Department of Licensing is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.